

Susquehanna County Historical Society & Free Library Association Patron Code of Conduct

Last Updated: September 2017

Committee Review: 3 Jan, 7 Feb 2024

Board Review:

Board vote:

In Effect:

~~In order to~~To insure constructive use of the Susquehanna County Historical Society & Free Library Association (Association) facilities, materials, and services, as well as the personal comfort of all patrons, the Association Board of Trustees has established the following rules for use:

1. Patrons shall be engaged in activities associated with the use of a public library or historical society while in the building.
2. Reasonable quiet is expected. No patron may disturb others using the library or historical society.
3. Misconduct such as the use of foul or threatening language and gestures, public drunkenness, drug usage, sale or exchange of alcohol or drugs, persistent loud talking and laughing, running, pushing, and fighting, and other offensive behavior may result in expulsion from the building and suspension of privileges.
4. A patron who deliberately alters a library computer ~~d~~Database, destroys computer equipment or damages Association property will forfeit all library privileges, and will be subject to financial liability for damages.

Violation of #3 or #4 will be subject to the following actions:

1st Offense: Verbal Warning

2nd Offense: ~~30-day~~30-day suspension from Association facilities

3rd Offense: ~~6-month~~6-month suspension from Association facilities

4th Offense: Permanent suspension from Association facilities

Offenses are cumulative across all Association facilities. Records will be maintained for a period of one year. The disciplinary action chosen will be determined by the severity of the offense and whether it is an isolated or recurring event. Violations of the code that constitute an immediate or apparent threat to the safety of others, their property, or the property of the association will result in immediate expulsion from the association facility and possible additional measures. Police may be called if there is not compliance or if the staff feels threatened in any way or feels unable to handle the situation.

5. Other unacceptable library behavior includes sleeping, staring, stalking, soliciting, loitering, littering, and damaging property.
6. The ~~Susquehanna County Historical Society & Free Library Association~~ encourages visits by young children. It is our desire to make this important visit both memorable and enjoyable for children.

~~Children are the responsibility of the parent (s) or guardian (s) who brought them to the library. Library staff is not expected to assume responsibility for the care of unsupervised children in the library. Therefore, it is library policy that all young children must be accompanied by a parent or designated responsible person while in the library.~~

7. Eating and drinking should be done outside the Association facilities unless part of an Association event.
8. Patrons must be appropriately dressed on Association property. Shirts and shoes are always required.
9. Use of tobacco products or vaping is only permitted in designated areas on Association property ~~is prohibited.~~

Appeal Process: A patron whose privileges have been revoked may have the decision reviewed by the Susquehanna County Historical Society & Free Library Association Board of Trustees, 458 High School Rd., Montrose, PA for additional consideration.

**Susquehanna County Historical Society & Free Library Association
Patron Code of Conduct Violation Record**

Patron Name: _____

Patron Address: _____

Phone Number: _____

Patron ID (Library Card Number): _____

Location of Infraction (Circle One):

Forest City Hallstead Historical Society Montrose Susquehanna

Date and Time of Infraction: _____

Summary of Infraction: _____

Staff Completing Report: _____

Date Forwarded to Administration: _____

Office Use

Follow Up Number of Offense _____

Disciplinary Action _____

Branch Notification Date _____